



"HANDCRAFTED" BOUTIQUE RULES AND REGULATIONS (SPRING AND CHRISTMAS)

Our Mission is to support our vendor's/crafter's recreational talents and provide our residents with unique one-of-a kind gifts, by offering a wide selection of arts and crafts goods that are made by hand, not by machine, and made by a process requiring manual skills (i.e. hand-sewn, hand-carved, hand-knit, improvised, hand-tailored or handcrafted).

GENERAL INFORMATION AND GUIDELINES

Boutique Items:

- **Handcrafted Items Only!** All items must be personally designed, created, crafted and made by the vendor. No store-bought items, manufactured products, imported goods, items made from kits, assembled from pre-manufactured items, or crafts purchased at wholesale cost are allowed. **All work must be personally handcrafted by you and only you!**
- The name on the application must match the signature at the bottom of the application, as well as the name on the Seller's Permit.
- Food, candy, plants, alcoholic beverages, smoking, burning of incense and audio recordings are prohibited.
- The promoter will enforce his/her judgment and will have you remove any items which are not handcrafted, or close down your booth. **NO refunds or credits** will be issued. Please help us insure the integrity of our event by complying with this request.
- The City of Torrance Community Services Department reserves the right to limit the number of similar items and to disallow the sale of any item that is not keeping with the standard of the event. We reserve the right to place vendors where we feel they can be placed, so they are next to vendors selling the same or similar items.

Photos Displaying Examples Work to be Sold:

- In order to maintain the integrity of our vision, we must see your handcrafted products. All handcrafted items sold must be represented in the photos that are submitted. If you add or change your merchandise, you must send new photos. Photos will not be returned and will be kept on file for future events. Photos are not necessary for returning vendors (if you were a vendor last Christmas or Spring), unless you are adding something new.

State Board Requirements:

- Any type of sales conducted within the State of California requires you to obtain a Seller's Permit; you must obtain a temporary Seller's Permit.
- Temporary Seller's Permits are free-of-charge. You can get more information by contacting the State Board of Equalization at (310) 342-1000 or visit www.boe.ca.gov.

BOOTH GUIDELINES

- All booth spaces are 10' x 10' and are located in the parking lot area (at Wilson Park). Booths cannot encroach on the walkways or parking lot stalls. You are only allowed to set up and sit in the 10' x 10' space.
- Amplified sound is not allowed in the booths or boutique area.

- All applications will be processed on a first received, first assigned basis. Returning Vendors please look at the “NEW” map before returning your completed information.
- Due to vendor interest, spaces are limited to one booth per person.
- Vendors must bring their own tables, chairs and canopy (optional). Tables and chairs cannot be reserved and will not be available the day of the boutique.
- You are responsible for your own merchandise, securing your tent/canopy, setup and cleanup afterwards.
- Vendors must have each item for sale clearly marked. There will be no posting of signs stating ½ price sales, 50% off sales or blowout sales.
- There is no electricity in the booths and the use of generators is strictly prohibited.
- No smoking is allowed in or around booths.
- Dogs are not allowed in the boutique area or booths, in accordance with Municipal Code TMC 49.2.10. (exception service dogs in which the owner must be responsible for them).
- Those participating in the Boutique may arrive at Wilson Park at 6:00 a.m. to set up their booth. After 7:30 a.m., you may have to walk your booth supplies to your booth.
- Vendors must be open for business at 9:00 a.m. and remain set up until closing at 4:00 p.m. Those leaving before 4:00 p.m. will not be allowed back to any future Boutiques.

PARKING GUIDELINES

- No vehicles will be permitted in the boutique area after 7:30 a.m. (unless in a designated parking space assigned to your booth). All designated parking spaces are only **allowed one vehicle**.
- Vehicles parked inside the boutique area after 8:00 a.m., not in an assigned area, will **be towed away at the owner’s expense. Extra vehicles MUST park behind the Sports Center. If you do not follow this guideline, you may not be allowed to participate in future Boutiques.** Leave parking spaces for your customers.
- No trailers or oversized vehicles will be allowed. Trailers/oversized vehicles are required to unload merchandise in the designated loading/unloading area, and then park vehicles in the off-site vendor parking on the east side of the park (behind the Sports Center). It is very important to leave the parking lot at Wilson Park (near the event) available for your customers.
- No vehicles will be permitted back into the boutique area or leave the area until 4:00 p.m. Vehicles may leave only when it is safe to do so.

MISCELLANEOUS

- Flyers advertising the event will be mailed with your receipt and confirmation information. Vendors are encouraged to distribute flyers to friends, as well as post them in public places (only with permission of the establishment). Remember, more publicity equals more sales.
- Your signature on the application form is an agreement to abide by the rules and regulations of the boutique.
- **All incomplete applications will be returned and spaces will not be reserved! Please take the time to make sure you fill in each blank.**